List of basic computer shortcut keys:	
Alt + F	File menu options in the current program.
Alt + E	Edits options in the current program.
F1	Universal help (for any sort of program).
Ctrl + A	Selects all text.
Ctrl + X	Cuts the selected item.
Ctrl + Del	Cut selected item.
Ctrl + C	Copy the selected item.
Ctrl + Ins	Copy the selected item.
Ctrl + V	Paste the selected item.
Shift + Ins	Paste the selected item.
Home	Takes the user to the beginning of the current line.
Ctrl + Home	Go to the beginning of the document.
End	Go to the end of the current line.
Ctrl + End	Go to the end of a document.
Shift + Home	Highlight from the current position to the beginning of the line.
Shift + End	Highlight from the current position to the end of the line.
Ctrl + (Left arrow)	Move one word to the left at a time.
Ctrl + (Right arrow)	Move one word to the right at a time.

Microsoft Windows shortcut keys list:

Alt + Tab	Switch between open applications.
Alt + Shift + Tab	Switch backward between open applications.
Alt + Print Screen	Create a screenshot for the current program.
Ctrl + Alt + Del	Reboot/Windows task manager.
Ctrl + Esc	Bring up the start menu.
Alt + Esc	Switch between applications on the taskbar.
F2	Rename the selected icon.

F3	Start to find from the desktop.
F4	Open the drive selection when browsing.
F5	Refresh contents.
Alt + F4	Close current open program.
Ctrl + F4	Close window in the program.
Ctrl + Plus Key	Automatically adjust widths of all columns in Windows Explorer.
Alt + Enter	Open the properties window of the selected icon or program.
Shift + F10	Simulate right-click on the selected item.
Shift + Del	Delete programs/files permanently.
Holding Shift During Bootup	Boot safe mode or bypass system files.
Holding Shift During Bootup	When putting in an audio CD, will prevent CD Player from playing.
WINKEY + D	Bring desktop to the top of other windows.
WINKEY + M	Minimize all windows.
WINKEY + SHIFT + M	Undo the minimize done by WINKEY + M and WINKEY + D.
WINKEY + E	Open Microsoft Explorer.
WINKEY + Tab	Cycle through open programs on the taskbar.
WINKEY + F	Display the Windows Search/Find feature.
WINKEY + CTRL + F	Display the search for computers window.
WINKEY + F1	Display the Microsoft Windows help.
WINKEY + R	Open the run window.
WINKEY + Pause /Break	Open the system properties window.
WINKEY + U	Open utility manager.
WINKEY + L	Lock the computer (Windows XP & later).